



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
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November 3, 2008

TO: CALIFORNIA COUNTY SHERIFFS
California Multi-jurisdictional Methamphetamine Enforcement Team
(Cal-MMET) Program

SUBJECT: REQUEST FOR APPLICATION (RFA)
State Fiscal Year (SFY) 2008/09

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Request for Application (RFA) for the State Fiscal Year (SFY) 2008/2009 California Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) Program. ***Please read the attached RFA in its entirety as some sections, specifically the section on Drug Endangered Children (DEC), have been changed significantly from prior years.***

A total of \$19.5 million in State General Funds will be allocated statewide in SFY 2008/09. The funding allocation chart, including start dates, appears within the RFA and was prepared in coordination with the five (5) Cal-MMET Regional Chairs. The grant award period will start either July 1, 2008, or October 1, 2008, (as specified to OES by your Regional Chair) and will end on June 30, 2009.

Please note: OES will be assessing expenditures in the spring to determine whether sufficient funds have been expended per county. In cases where it appears that funds may be left over by June 30, 2009, OES will consult with the Regional Chairs to discuss a plan to de-obligate funds from those counties. De-obligated funds will then be re-allocated to the regions. All funds must be expended by June 30, 2009. **There will be no extensions granted.**

Each county designated by the Chair to receive funding must apply individually for their grant award, unless your county is part of a fiduciary¹, and then the Lead Fiduciary County² must apply for the grant award.

¹ There are four fiduciaries: Humboldt (comprised of Del Norte and Humboldt); Shasta (comprised of Butte, Colusa, Glenn, Shasta and Tehama), Siskiyou (comprised of Lassen, Modoc, Plumas, Siskiyou and Trinity) and Yolo (comprised of El Dorado, Nevada, Placer, Sierra, Sutter, Yolo and Yuba).

² The Lead Fiduciary Counties (Humboldt, Shasta, Siskiyou and Yolo) must submit one application on behalf of their fiduciaries.

To be considered for funding for SFY 2008/09, applicants must complete the enclosed application and submit it to OES no later than **Monday, December 1, 2008, at 5:00 pm.** Applications should be addressed to:

Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Cal-MMET Program
Ermelinda Angulo, Drug Enforcement Section

Only those applications in compliance with the goals and objectives of this program will be approved for funding. If you have any questions regarding this application, please do not hesitate to contact Ermelinda Angulo, Program Specialist, Drug Enforcement Section, at (916) 322-0096, or by e-mail at ermelinda.angulo@oes.ca.gov.

Sincerely,

Wendy Tully, Chief
Drug Enforcement Section

Attachment

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE
ENFORCEMENT TEAM (Cal-MMET) PROGRAM
REQUEST FOR APPLICATION**

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FORMS – Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **or** go to www.oes.ca.gov select a “Criminal Justice Programs” section under the “Justice Programs” tab, then look in the “Related Links” for “Forms”. Or paste the following link into your browser:

[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

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GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE ENFORCEMENT TEAM
(Cal-MMET)
REQUEST FOR APPLICATION

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible at www.oes.ca.gov. Select "Drug Enforcement Section" under the "Justice Programs" tab and then look in the "Related Links" box for "*Recipient Handbooks*."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the contact person below by telephone, or e-mail:

Ermelinda Angulo, Program Specialist
Drug Enforcement Section, (916) 322-0096
ermelinda.angulo@oes.ca.gov.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Monday, December 1, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Ermelinda Angulo, Drug Enforcement Section

2. Hand delivered by **5:00 p.m. on Monday, December 1, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Ermelinda Angulo, Drug Enforcement Section

Each county designated by the Chair to receive funding must apply individually for their grant award, unless your county is part of a fiduciary, (there are four fiduciaries: Humboldt (comprised of Del Norte and Humboldt); Shasta (comprised of Butte, Colusa, Glenn, Shasta and Tehama), Siskiyou (comprised of Lassen, Modoc, Plumas, Siskiyou and Trinity) and Yolo (comprised of El Dorado, Nevada, Placer, Sierra, Sutter, Yolo and Yuba), and then the Lead Fiduciary Counties (Humboldt, Shasta, Siskiyou, Yolo) must apply for the grant award.

D. ELIGIBILITY

Regional Advisory Boards

For the Cal-MMET Program, each region is required to establish an Advisory Board. The Regional Advisory Boards consist of every county sheriff and are encouraged to include every county District Attorney, Chief Probation Officer and Chief of Police. The Advisory Boards shall each elect a Chair, who will be responsible for keeping OES apprised of regional activities (including, but not limited to, county funding levels, meeting minutes, etc). (See Part III of RFA for Listing of Cal-MMET Regional Chairs).

All 58 county sheriff's departments are eligible for funding under the Cal-MMET Program. OES met with the Regional Chairs of the five (5) Advisory Boards in mid October 2008, to discuss the funding allocation plans, per region and per county.

Regional Allocations

The regional allocations are determined by OES in consultation with the California State Sheriffs' Association. Each of the five (5) regions receives funding based on proportional needs (as detailed by size and number of counties in each region).

County Allocations

The county allocations are determined by each of the five (5) Regional Chairs in consultation with their respective counties. Funding is based on several factors including, but not limited to, actual need and the ability to expend funds. (See Part III of RFA for Cal-MMET funding chart).

Drug-Endangered Children (DEC) Program

In order to receive Cal-MMET funding, an agency must show the existence of a Drug-Endangered Children program in their county that includes, but is not limited to, the following: (a) protocols for a multi-agency response to cases involving children; (b) a multi-agency team consisting of law enforcement, prosecution, and health or children's services personnel to respond to drug-endangered children cases; (c) coordinated medical treatment and family services for drug-endangered children under the direction of a child services worker; and (d) written policies and standards for response to a narcotics crime scene where a child is present or when there is evidence that a child lives at the scene pursuant to Penal Code Section 13879.80 and Penal Code Section 13879.81 (See Part III of RFA).

Clandestine Laboratory Certification

Specialized training is required for all clandestine laboratory personnel. Both the State (Title 8, California Code of Regulations, 5192, [for more information go to www.dir.ca.gov/Title8/5192.html] and Federal Government (29, Code of Federal Regulations, 1910.120 [for more information go to http://edocket.access.gpo.gov/cfr_2002/julqtr/29cfr1910.120.htm]) regulate agencies involved with clandestine laboratory operations. Please refer to these code sections to ensure your agency is in compliance.

E. FUNDS

OES will receive \$19.5 million to be allocated statewide from the State General Fund for the California Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) Program in SFY 2008/09. Funds shall be distributed to county sheriff's departments, and administered by OES in consultation with the Regional Chairs. Applicants must budget for a nine or twelve-month grant award period that begins either on July 1, 2008, or October 1, 2008 (as determined in consultation with the Regional Chairs) and ends on June 30, 2009.

Please note: OES will be assessing expenditures in the spring to determine whether sufficient funds have been expended per county. In cases where it appears that funds may be left over by June 30, 2009, OES will consult with the Regional Chairs to discuss a plan to de-obligate funds from those counties. De-obligated funds will then be re-allocated to the regions. All funds must be expended by June 30, 2009. **There will be no extensions granted.**

A new grant application is required for each subsequent grant period. There is no match requirement associated with this program.

The five (5) Cal-MMET Regions are identified below, along with the funding to be allocated to each region:

Northern Region \$2,653,061

The Northern Region consists of the following counties: Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lassen, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, and Yuba.

Bay Area Region \$2,653,061

The Bay Area Region consists of the following counties: Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, and Sonoma.

Central Region \$8,224,490

The Central Region consists of the following counties: Alpine, Amador, Calaveras, Fresno, Inyo, Kern, Kings, Madera, Merced, Mono, Sacramento, San Joaquin, Solano, Stanislaus, Tulare, and Tuolumne.

Southern Region**\$4,974,490**

The Southern Region consists of the following counties: Los Angeles, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara, and Ventura.

Southwest Border Region**\$994,898**

The Southwest Border Region consists of the following counties: Imperial and San Diego.

F. PROGRAM INFORMATION

The Cal-MMET Program was initiated on September 1, 2001, as authorized by the SFY 2001/02 Budget Act (Chapter 106, item 8100-101-0001, Schedule 50.30.502 "War on Methamphetamine"). The Program was augmented and expanded statewide in SFY 2006/07.

The original Cal-MMET Program worked in conjunction with the federally funded Central Valley High Intensity Drug Trafficking Area (HIDTA) Program to intensify the methamphetamine eradication efforts of participating law enforcement agencies by providing additional resources for investigators and prosecutors specializing in methamphetamine offenses, as well as support staff, equipment, training, and facilities.

The goal of this program is to: Target mid to high level methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; to disrupt and dismantle their clandestine labs and organizations (manufacturing and distribution); to incarcerate those responsible; to use state and/or federal law to identify and seize assets related to the sale and distribution of methamphetamine through multi-jurisdictional methamphetamine enforcement teams; and to focus on the safety and well being of children and remove them from these toxic environments.

Only those applications with a plan consistent with this goal will be approved for funding. Street-level enforcement will not be approved unless it is demonstrated to be part of a necessary investigation involving mid to high level methamphetamine manufacturers and traffickers.

OES is aware that methamphetamine and other drugs are being transported along California's highways by major Drug Trafficking Organizations (DTOs). In accordance with your county policy, you may choose to add an optional goal for Domestic Highway Enforcement enabling your team to, not only, gather intelligence on major DTOs, but also to seize methamphetamine and other drugs before they reach California communities.

- Each agency **must** include a description of the clandestine drug lab and methamphetamine distribution problem in their area, and how Cal-MMET funds will be used to address that problem.
- Grant funds **must** be used to supplement, *not supplant*, local funds. If supplanting is identified, OES will seek to recover the grant funds.
- Grant Recipients **must** complete an audit. This audit can either be a grant-specific audit or a single audit.

- Grant Recipients **must** maintain an inventory list of equipment purchased with grant funds and any supporting documentation needed for audit purposes.

Grant Recipients acknowledge that failure to comply with OES audit requirements and failure to maintain appropriate accounting records could jeopardize future funding.

G. PREPARING AN APPLICATION

The Table of Contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the 19 required application components in the order listed below:

(If a form requires a “signature”, please submit with original signature in blue ink). Copies will not be accepted and will delay the processing of your grant application.

- Application Cover Sheet
- Grant Award Face Sheet (OES A301)
- Project Contact Information
- Signature Authorization
- Certification of Assurance of Compliance – Cal-MMET
- Project Summary
- Project Budget (OES-A303a-c) (without Match) and the Budget Narrative
- Project Narrative
- Operational Agreement
- Organizational Chart
- DEC Protocol
- Report of Alien Convictions
- Project Service Area Information
- Application Appendix (refer to Part II, C)
- Out of State Travel Request (if applicable)
- Computer and Automated System Purchase Justification Guidelines (if applicable)
- Non-Competitive Bid Justification Checklist (if applicable)
- Disbursement of Confidential Funds (if applicable)
- Vehicle Justification (if applicable)

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE
ENFORCEMENT TEAM (Cal-MMET)
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. Please number each page.

One original and one copy of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

To be eligible for funding, applicants are required to prepare a plan to address the illegal manufacture and distribution of methamphetamine in their jurisdiction and to determine how the Cal-MMET funds will be utilized to implement this plan.

Funds for this program are to be used to target mid to high level methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; to disrupt and dismantle their clandestine labs and organizations (manufacturing and distribution); to incarcerate those responsible; to use state and federal law to identify and seize assets related to the manufacture and trafficking of methamphetamine through multi-jurisdictional methamphetamine enforcement teams; and to focus on the safety and well being of children and remove them from these toxic environments.

The project narrative also contains detailed information that describes the applicant, the need for funding, and the plan to address methamphetamine manufacture and distribution through appropriate and achievable objectives and activities. The project narrative is to be divided into three sections: 1) Problem Statement, 2) Plan, and 3) Implementation.

1. Problem Statement

The problem statement should include a brief description of the county, a detailed description of the nature and extent of the following problems: methamphetamine manufacturing (clandestine drug lab), methamphetamine distribution, and precursor trafficking and the anticipated impact of the Cal-MMET Program on the local problem.

The problem statement should be directed at the specific manufacture and distribution problem or problem area, and should be realistic so that progress can be measured. Supporting factual and illustrative data must be included.

2. Plan and Implementation

The plan will demonstrate the processes and methods the county will utilize to attack the methamphetamine manufacture and distribution, and/or precursor trafficking problems that have been identified and prioritized in the Problem Statement.

a. Target Area and Target Population:

Define the project target area and target population. The project must concentrate efforts on an identifiable geographic area. The target area must be delineated by criminal justice agency boundaries or governmental boundaries (e.g., a city, county, or school district area). This area may be one or more communities/cities, specified unincorporated areas, a single county, or region.

b. Program Description:

Describe how the project will effectively impact the target area and the expected outcomes. What is the intended effect(s) on the problem(s) and the target area?

Describe the overall project and project design. The description should include project size, composition, range and focus of services, and location in proximity to the implementing agency. If necessary, delineate by participating component.

Describe the specific role of each participating agency and how their individual efforts will help achieve the goal(s). Include a listing of **all** task force personnel, whether or not they are grant-funded. Generally describe how each participating agency will address the problem and how they will work together. Efforts of each component should connect together.

- Operational Agreement (OA) – In addition to defining the roles of participating agencies in your narrative, you must also submit an Operational Agreement with your application. The OA must contain original signatures, titles, and agency names for all participating agencies and include dates effective for the proposed grant period and method of reimbursement for participating agencies (i.e., invoices). This document must demonstrate a formal system of networking and coordination with other agencies and the applicant.

Demonstrate the project's ability to create and implement data collection instruments. Describe the source documentation.

c. Goals, Objectives, Activities, and Performance Measures:

There are two mandatory goals for the Cal-MMET program. Each goal has separate objectives, activities, and performance measures that will be implemented for SFY 2008/09.

Although applicants are not required to project activities for these objectives, this data must be collected and reported in mandatory quarterly progress reports.

LAW ENFORCEMENT COMPONENT

Goal 1 - Disrupt and dismantle clandestine labs and organizations that manufacture and distribute methamphetamine, including precursor trafficking.

Objective 1: Target methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; and disrupt and dismantle their clan lab organizations (manufacturing and distribution).

1. Number of meth-related investigations initiated
2. Number of meth lab investigations initiated
3. Number of precursor and essential chemicals investigations initiated
4. Number of other drug investigations initiated
5. Number of other drug lab investigations initiated (i.e. butane honey oil, etc.)
6. Number of meth investigations closed
7. Number of meth lab investigations closed
8. Number of precursor and essential chemicals investigations closed
9. Number of other drug investigations closed
10. Number of other drug lab investigations closed
11. Number of cases where assistance was provided to another agency or team working a meth-related investigation
12. Number of meth related searches
13. Total amount of meth seized
 - Amount of meth “powder” seized
 - Amount of meth “ice” seized
14. Amount of ephedrine “powder” seized
15. Number of ephedrine “pills” seized
16. Amount of pseudoephedrine “powder” seized
17. Number of pseudoephedrine “pills” seized
18. Amount of meth solution seized
19. Amount of other drugs seized
20. Number of firearms seized
21. Number of other weapons seized
22. Number of clandestine meth labs seized
23. Number of WSIN/EPIC/L.A. CLEAR cards submitted for clandestine meth labs seized
24. Number of non-meth clandestine drug labs seized
25. Number of WSIN/EPIC/L.A. CLEAR cards submitted for non-meth clandestine drug labs seized
26. Number of lab dump sites discovered

Objective 2: Arrest and incarcerate those responsible and use state and/or federal law to identify and seize assets related to the manufacture and distribution of methamphetamine.

1. Number of suspects arrested
2. Number of referrals for prosecution
3. Number of investigations resulting in assets seized
4. Total dollar amount of assets seized

Goal 2 – Focus on the safety and well being of children by coordinating activities to ensure that the child’s needs are not overlooked; assist children who have been endangered by exposure to *any* illicit drug environments and its associated hazardous lifestyle, including but not limited to, methamphetamine, its precursors or toxic byproducts; and remove children from these toxic environments.

Objective 1: Remove children who are found in the presence of a methamphetamine lab, and/or who are found in settings involving the use, possession, sale or transportation of illicit drugs, pursuant to California Penal Code (PC), Sections 13879.80 and 13879.81. (See Part III of RFA).

1. Number of investigations initiated which resulted in finding children living in or exposed to illicit drug environments
2. Number of children removed jointly **with Child Protective Services (CPS)** from illicit drug environments as a result of an investigation
3. Number of children removed **without CPS involvement** from illicit drug environments as a result of an investigation
4. Number of children who were provided services (please report total of unknowns):

Medical	_____	Unknown	_____
Dental	_____	Unknown	_____
Educational	_____	Unknown	_____
Counseling	_____	Unknown	_____

5. Number of children drug tested for exposure to drugs/chemicals (please report total of unknowns):

Tested by hair	_____	Unknown	_____
Tested by urine	_____	Unknown	_____
Tested by both	_____	Unknown	_____

6. Number of children detained, pursuant to California Welfare and Institutions (W&I) Code, Section 300 (See Part III of RFA)
7. Number of children testing positive for controlled substances:
Meth ____, Cocaine ____, Heroin ____, Marijuana ____, Other ____ Unknown ____

Objective 2: Hold accountable by arresting those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his/her health injured, pursuant to California Penal Code, Sections 273a and 273b.

1. Number of arrests for 273a PC ____ Number of arrests for 273b PC ____

OPTIONAL Goal 3 - Domestic Highway Enforcement – OES is aware that methamphetamine and other drugs are being transported along California's highways by major Drug Trafficking Organizations (DTOs). In accordance with your county policy, you may choose to add an optional goal for Domestic Highway Enforcement enabling your team to, not only, gather intelligence on major DTOs, but also to seize methamphetamine and other drugs before they reach California communities.

PROSECUTION COMPONENT

Goal 1 – Disrupt and dismantle clandestine labs and organizations that manufacture and distribute methamphetamine, including precursor trafficking.

Objective 1: Prosecute and convict methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking.

1. Number of meth-related cases referred
2. Number of meth-related cases filed in state court
3. Number of meth-related cases filed in federal court
4. Number of other-drug related cases referred
5. Number of other-drug related cases filed in state court
6. Number of other-drug related cases filed in federal court
7. Number of defendants convicted of any charge
8. Number of meth-related convictions
9. Number of other-drug related convictions
10. Number of defendants not convicted of any charge
11. Number of defendants who were not convicted of any charge because of an acquittal
12. Number of defendants who were not convicted of any charge because the charges were dropped
13. Total number of defendants who were not convicted of any charge because the case was referred to another jurisdiction
14. Disposition of case

Goal 2 – Focus on the safety and well being of children by coordinating activities to ensure that the child's needs are not overlooked; assist children who have been endangered by exposure to illicit drug environments and its associated hazardous lifestyle, including but not limited to, methamphetamine, its precursors, or toxic byproducts; and remove children from these toxic environments.

Objective 1: Hold accountable by prosecuting and convicting those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his/her health injured, pursuant to California Penal Code, Sections 273a and 273b.

1. Number of defendants with criminal charges referred
273a _____ 273b _____
2. Number of defendants with criminal charges filed
273a _____ 273b _____
3. Number of defendants convicted of child endangerment
273a _____ 273b _____
4. Number of defendants who were not convicted of any charge because of an acquittal

5. Number of defendants who were not convicted of any charge because the charges were dropped
6. Total number of defendants who were not convicted of any charge because the case was referred to another jurisdiction
7. Disposition of case

3. **Implementation:** This section of the application should address the applicant's ability to implement the project. Provide a description of the plans for coordination. Please adhere to the following guidelines:

a. Organizational Description

Provide a narrative that describes the relationship between the Regional Advisory Board, the overall project, project staff, and other participating agencies. For all applicants, describe the project's organizational framework, listing all funded and donated positions assigned to the project. Please include all funding sources and percentages.

b. Organizational Chart

Provide an organizational chart demonstrating the relationship between the Regional Advisory Board, the project components, project staff, and other participating agencies. Clearly highlight grant-funded positions. Titles for individuals should match those in the budget. (See Part III of the RFA for sample organizational charts that include: one existing team, multiple teams, and stand-alone team).

- c. Drug-Endangered Children (DEC) Protocol: Per California Penal Code Section 13879.80 (See Part III of the RFA) and control language in the California Budget, to be eligible for funding, an agency must show the existence of a DEC program that includes, but is not limited to:

- An active working MOU between Law Enforcement, Prosecution, and Health/Children's Protective Services (CPS) that outlines a written plan including policies and procedures that spell out how agencies will handle children found at narcotics crime scenes, or where there is an indication that a child lives at the scene;
- An identified contact person for each agency included in the MOU who will handle the DEC cases; and
- Protocol that outlines how CPS will be responsible for the child's medical and family services.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. The applicant may supplement grant funds with funds from other sources. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* for additional information concerning OES

budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.oes.ca.gov. Select the “Justice Programs” tab, and then the “Drug Enforcement Section” tab and then look in the “Related Links” for “*Recipient Handbooks*”. Please contact the Program Specialist assigned to your county (See Program Specialist List in Part III of RFA) should you have additional budget questions.

The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. When the applicant does not budget for a required item, the applicant assumes responsibility. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application right behind the budget pages. In the narrative describe:

- How the applicant’s proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires **line item detail including the method of calculation and justification for the expense**. Enter the amount of each line item in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

Method of Calculation Example:

Facility Rental (to be shown on budget page)

Office Space is rented for 2 positions

Step 1: $\$1.75 \times 125 \text{ sq ft} = \218.75

Step 2: $\$218.75 \times 2 \text{ full-time positions} = \437.50

Step 3: $\$437.50 \times 12 \text{ months} = \mathbf{\$5,250 \text{ (Total Cost)}}$

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant (i.e., Sheriff's Department) and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. **Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) on the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)**

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant. All benefit line items must be broken out. No lump sums will be accepted.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period. A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

The following items fall within this category: consultant services such as subcontractors, **participating staff who are not employed by the applicant (i.e., Sheriff's Department)**, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant (i.e., Sheriff's Department) must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA). The OA original signatures will be submitted with your grant application, however a copy of the OA must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

Allowable Expenses:

1) **Confidential Fund** expenditures are costs that will be incurred by law enforcement agencies using grant personnel working undercover or in another investigative capacity. It may include the purchase of information, physical evidence (e.g. narcotics or stolen property), or services. Confidential fund expenditures are only allowable for grants to state or local law enforcement agencies.

2) **Food and Beverages** are allowable expenditures in certain circumstances. Because many of the projects are conducting investigations and/or dismantling labs in remote or inaccessible locations, funds budgeted for food and beverage expenses will be considered on a case-by-case basis. Submit a Disbursement of Confidential Funds form if this applies to your grant application.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Allowable Equipment:

1) **Vehicles** are an allowable expense under the Cal-MMET Program with prior written approval from OES. Follow the justification instructions in Section 2331 of the *Recipient Handbook* and submit the written justification with your grant application.

2) **Weapons and Ammunition** are not allowable expenditures under the Cal-MMET Program. However, non-lethal weapons such as tasers, pepper ball guns, and bean bag guns are allowed.

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: ***OAs must contain original signatures, titles, and agency names for both parties, include dates effective for the proposed grant period. (Copies will not be accepted).*** This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in “Forms” ([FORMS](#)).
- Application Checklist and Required Sequence
- Application Cover Sheet
- Grant Award Face Sheet
- Project Contact Information
- Signature Authorization
- Certification of Assurance of Compliance – Cal-MMET
- Project Summary
- Project Budget (OES-A303a-c) (without match) and the Budget Narrative
- Project Narrative
- Organizational Chart
- Report of Alien Convictions
- Drug-Endangered Children (DEC) Protocol for handling children found at drug scene
- Project Service Area Information
- Application Appendix (refer to Part II, C)
- Out of State Travel Request (if applicable)
- Computer and Automated Systems Purchase Justification Guidelines
- Non-Competitive Bid Justification Checklist (if applicable)
- Disbursement of Confidential Funds (if applicable)
- Vehicle Justification (if applicable)

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE
ENFORCEMENT TEAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports (OES 201) may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

b. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

c. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

Note: OES will be assessing expenditures in the spring to determine whether sufficient funds have been expended per county. In cases where it appears that funds may be unspent by June 30, 2009, OES will consult with the Regional Chairs to discuss a plan to de-obligate funds from those counties. De-obligated funds will then be re-allocated to the regions. All funds must be expended by June 30, 2009. **There will be no extensions granted.**

B. ADMINISTRATIVE REQUIREMENTS

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov. Select "Justice Programs", then "Drug Enforcement Section" and then look for the Related Links Box, then click on "*Recipient Handbooks*." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

1. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

2. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in

submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

4. Technical Assistance/Site Visits (RH 10300)

Funding projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. (See Part III of RFA for Program Specialist Contact List)

5. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

6. Audit Requirements (RH 8100)

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

7. Copyrights, Rights in Data, and Patents (RH 5300)

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

8. Source Documentation (RH 10111)

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives outlined in the Grant Award Agreement. **Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements.** Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

C. BUDGET POLICY

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov, selecting "Justice Programs", then "Drug Enforcement Section" and then look for Related Links and click on "*Recipient Handbooks*".

1. **Supplanting Prohibited (RH 1313)**

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

2. **Project Income (RH 6610)**

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. **Contracts and Procurement (RH 3400)**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. **Travel Policies**

The following is OES' current travel policy:

a. **Selection of Travel Policy (RH 2236)**

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) **Units of Government**

Units of government may use their own written travel policy or the state policy.

2) **Community-Based Organizations (CBO)**

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy (RH 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for out-of-state travel must be submitted, in advance, to OES for approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 58.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals**a) Breakfast \$6.00**

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt.
Parking in excess of \$10.00 must be supported by receipt.

5. Participating Staff

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. **Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.**

6. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. **Rates**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. **Expert Witness Fees (RH 3710.2)**

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is

\$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

7. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by other source.

8. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

9. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

10. Audits (RH 8150)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

11. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

b. Computers (RH 2340)

1) Community-Based Organization (RH 2242.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) **Computer Purchase Justification (RH 2341)**

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES program staff during a site visit, monitoring visit, and/or audit.

12. Prohibited Expense Items (RH 2240)

a. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

b. Fundraising (RH 2243)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (RH 2244)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

d. Interest (RH 2245)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages (RH 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition (RH 2247)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. Membership Dues (RH 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

h. Professional License (RH 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

i. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

j. Charges, Fees and Penalties (RH 2245)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation (RH 2249)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet who is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Recipient was formerly referred to as the “Grantee”.
Application	Once selected for funding, the original proposal plus any additional forms as required by OES becomes the application. This application, once signed by OES and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist Recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award Agreement	The signed final agreement application between OES and the local government agency or organization authorized to accept grant funding. (See Application.)
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).

TERM	DEFINITION
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the OES Monitoring and Audit Branch indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization (aka Community Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501 (c) (3) for recipients of Faith-based Organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue recognizes the applicant has the status of a 501 (c) (3).</p> <p>(2) A statement from a State taxing body or the State secretary of state certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual:</p> <p>(3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or</p> <p>(4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State of parent organization that the applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."

TERM	DEFINITION
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles, but which serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OES that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible on the internet website at www.oes.ca.gov under “Justice Programs”, then “Applications” and “ <i>Recipient Handbooks</i> .” The <i>Recipient Handbook</i> was previously called the “ <i>Grantee Handbook</i> ”.
Request for Application (RFA)	The RFA is a noncompetitive process issued by OES to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The Request for Proposals is issued by OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid".
Sole Source	This term has been replaced by the term "noncompetitive bid".
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.

TERM	DEFINITION
Supplanting	To reduce federal, state, or local funds because of the existence of OES funds. Supplanting occurs when a Recipient deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code

Cal-MMET Operational Regions

Northern Region

Clay Parker
Tehama Sheriff
Chairperson

cparker@tehamaso.org
(530) 529-7950

Butte
Colusa
Del Norte
El Dorado
Glenn
Humboldt
Lassen
Modoc
Nevada
Placer
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yolo
Yuba

Bay Area Region

Gregory Ahern
Alameda Sheriff
Chairperson

gahern@acgov.org
(510) 272-6886

Alameda
Contra Costa
Lake
Marin
Mendocino
Monterey
Napa
San Benito
San Francisco
San Mateo
Santa Clara
Santa Cruz
Sonoma

Central Region

John McGinness
Sacramento Sheriff
Chairperson

jmcginness@sacsheriff.com
(916) 874-7146

Alpine
Amador
Calaveras
Fresno
Inyo
Kern
Kings
Madera
Merced
Mono
Sacramento
San Joaquin
Solano
Stanislaus
Tulare
Tuolumne

Southern Region

Patrick Hedges
San Luis Obispo Sheriff
Chairperson

phedges@co.slo.ca.us
(805) 781-4540

Los Angeles
Orange
Riverside
San Bernardino
San Luis Obispo
Santa Barbara
Ventura

Southwest Border Region

William Kolender
San Diego Sheriff
Chairperson

bill.kolender@sdsheriff.org
(858) 974-2240

Imperial
San Diego

**CALIFORNIA CODES
PENAL CODE
SECTION 13879.80-13879.81
273a.-273b.**

13879.80. (a) Every law enforcement and social services agency in this state is encouraged to develop, adopt, and implement written policies and standards for their response to narcotics crime scenes where a child is either immediately present or where there is evidence that a child lives, by January 1, 2005. These policies shall reflect the fact that exposing a child to the manufacturing, trafficking, and use of narcotics is criminal conduct and that a response coordinated by law enforcement and social services agencies is essential to the child's health and welfare.

(b) The needs of a drug endangered child are best served with written policies encouraging the arrest of an individual for child endangerment where there is probable cause that an offense has been committed coordinated with an appropriate investigation of the child's welfare by child protective agencies. Protocols that encourage a dependency investigation contemporaneous with a law enforcement investigation at a narcotics crime scene, when appropriate, are consistent with a child's best interest.

13879.81. Communities are encouraged to form multijurisdictional groups that include law enforcement officers, prosecutors, public health professionals, and social workers to address the welfare of children endangered by parental drug use. These coordinated groups should develop standards and protocols, evidenced by memorandums of understanding, that address the following:

- (a) Felony and misdemeanor arrests.
- (b) Immediate response of protective social workers to a narcotics crime scene involving a child.
- (c) Outsourcing protective social workers to law enforcement.
- (d) Dependency investigations.
- (e) Forensic drug testing and interviewing.
- (f) Decontamination of a child found in a lab setting.
- (g) Medical examinations and development evaluations.
- (h) Creation of two hours of P.O.S.T. drug endangered children awareness training.

273a. (a) Any person who, under circumstances or conditions likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of that child to be injured, or willfully causes or permits that child to be placed in a situation where his or her person or health is endangered, shall be punished by imprisonment in a county jail not exceeding one year, or in the state prison for two, four, or six years.

273b. No child under the age of 16 years shall be placed in any courtroom, or in any vehicle for transportation to any place, in company with adults charged with or convicted of crime, except in the presence of a proper official.

**CALIFORNIA CODES
WELFARE AND INSTITUTIONS CODE
SECTION 300**

300. Any child who comes within any of the following descriptions is within the jurisdiction of the juvenile court which may adjudge that person to be a dependent child of the court:

(a) The child has suffered, or there is a substantial risk that the child will suffer, serious physical harm inflicted nonaccidentally upon the child by the child's parent or guardian. For the purpose of this subdivision, a court may find there is a substantial risk of serious future injury based on the manner in which a less serious injury was inflicted, a history of repeated inflictions of injuries on the child or the child's siblings, or a combination of these and other actions by the parent or guardian which indicate the child is at risk of serious physical harm. For purposes of this subdivision, "serious physical harm" does not include reasonable and age-appropriate spanking to the buttocks where there is no evidence of serious physical injury.

(b) The child has suffered, or there is a substantial risk that the child will suffer, serious physical harm or illness, as a result of the failure or inability of his or her parent or guardian to adequately supervise or protect the child, or the willful or negligent failure of the child's parent or guardian to adequately supervise or protect the child from the conduct of the custodian with whom the child has been left, or by the willful or negligent failure of the parent or guardian to provide the child with adequate food, clothing, shelter, or medical treatment, or by the inability of the parent or guardian to provide regular care for the child due to the parent's or guardian's mental illness, developmental disability, or substance abuse. No child shall be found to be a person described by this subdivision solely due to the lack of an emergency shelter for the family. Whenever it is alleged that a child comes within the jurisdiction of the court on the basis of the parent's or guardian's willful failure to provide adequate medical treatment or specific decision to provide spiritual treatment through prayer, the court shall give deference to the parent's or guardian's medical treatment, nontreatment, or spiritual treatment through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination, by an accredited practitioner thereof, and shall not assume jurisdiction unless necessary to protect the child from suffering serious physical harm or illness. In making its determination, the court shall consider (1) the nature of the treatment proposed by the parent or guardian, (2) the risks to the child posed by the course of treatment or nontreatment proposed by the parent or guardian, (3) the risk, if any, of the course of treatment being proposed by the petitioning agency, and (4) the likely success of the courses of treatment or nontreatment proposed by the parent or guardian and agency. The child shall continue to be a dependant child pursuant to this subdivision only so long as is necessary to protect the child from risk of suffering serious physical harm or illness.

(c) The child is suffering serious emotional damage, or is at substantial risk of suffering serious emotional damage, evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, as a result of the conduct of the parent or guardian or who has no parent or guardian capable of providing appropriate care. No child shall be found to be a person described by this subdivision if the willful failure of the parent or guardian to provide adequate mental health treatment is based on a sincerely held religious belief and if a less intrusive judicial intervention is available.

(d) The child has been sexually abused, or there is a substantial risk that the child will be sexually abused, as defined in Section 11165.1 of the Penal Code, by his or her parent or guardian or a member of his or her household, or the parent or guardian has failed to adequately protect the child from sexual abuse when the parent or guardian knew or reasonably should have known that the child was in danger of sexual abuse.

(e) The child is under the age of five years and has suffered severe physical abuse by a parent, or by any person known by the parent, if the parent knew or reasonably should have known that the person was physically abusing the child. For the purposes of this subdivision, "severe physical abuse" means any of the following: any single act of abuse which causes physical trauma of sufficient severity that, if left untreated, would cause permanent physical disability, or death; any single act of sexual abuse which causes significant bleeding, deep bruising, or significant external or internal swelling; or more than one act of physical abuse, each of which causes bleeding, deep bruising, significant external or internal swelling, bone fracture, or unconsciousness; or

the willful, prolonged failure to provide adequate food. A child may not be removed from the physical custody of his or her parent or guardian on the basis of a finding of severe physical abuse unless the social worker has made an allegation of severe physical abuse pursuant to Section 332.

(f) The child's parent or guardian caused the death of another child through abuse or neglect.

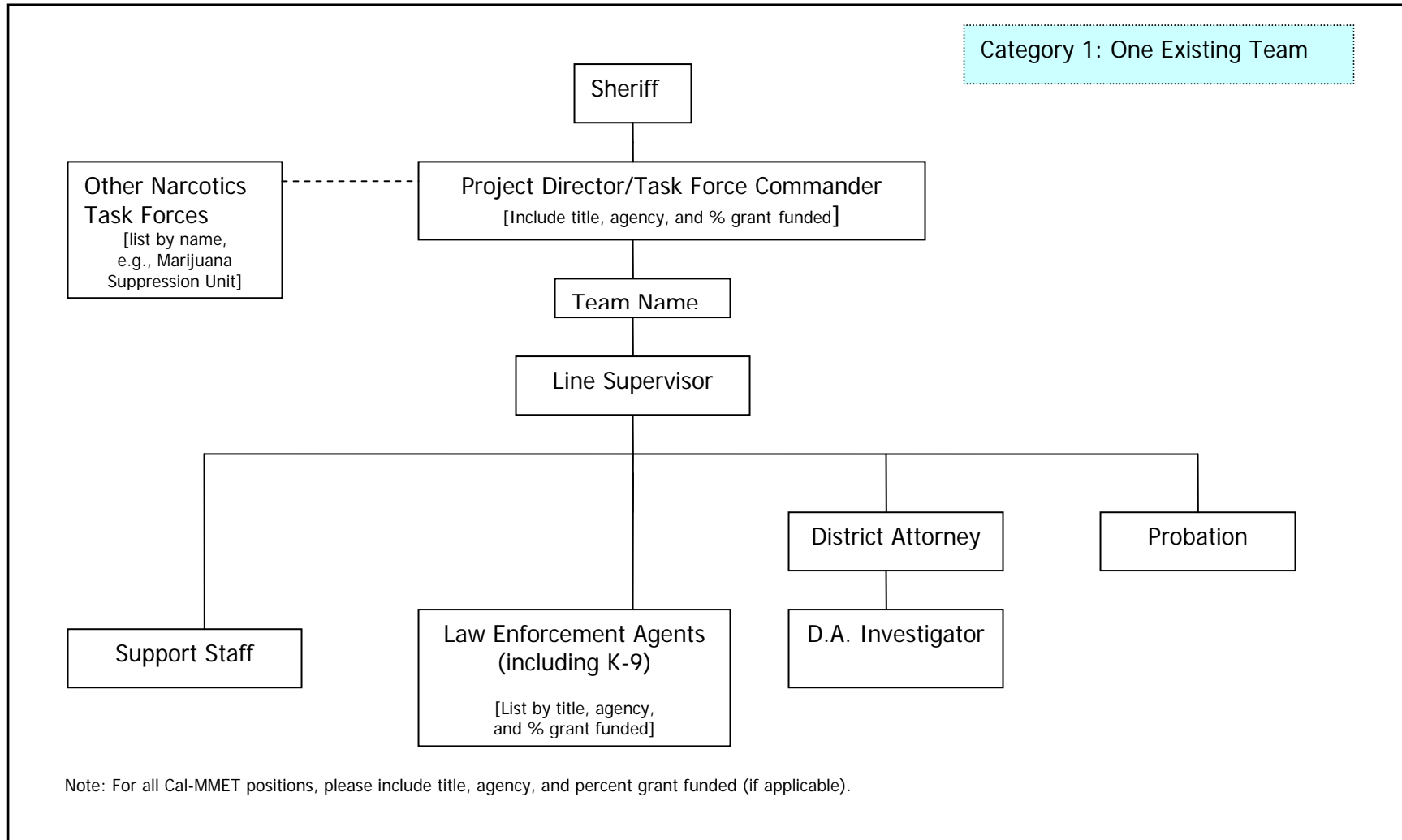
(g) The child has been left without any provision for support; physical custody of the child has been voluntarily surrendered pursuant to Section 1255.7 of the Health and Safety Code and the child has not been reclaimed within the 14-day period specified in subdivision (e) of that section; the child's parent has been incarcerated or institutionalized and cannot arrange for the care of the child; or a relative or other adult custodian with whom the child resides or has been left is unwilling or unable to provide care or support for the child, the whereabouts of the parent are unknown, and reasonable efforts to locate the parent have been unsuccessful.

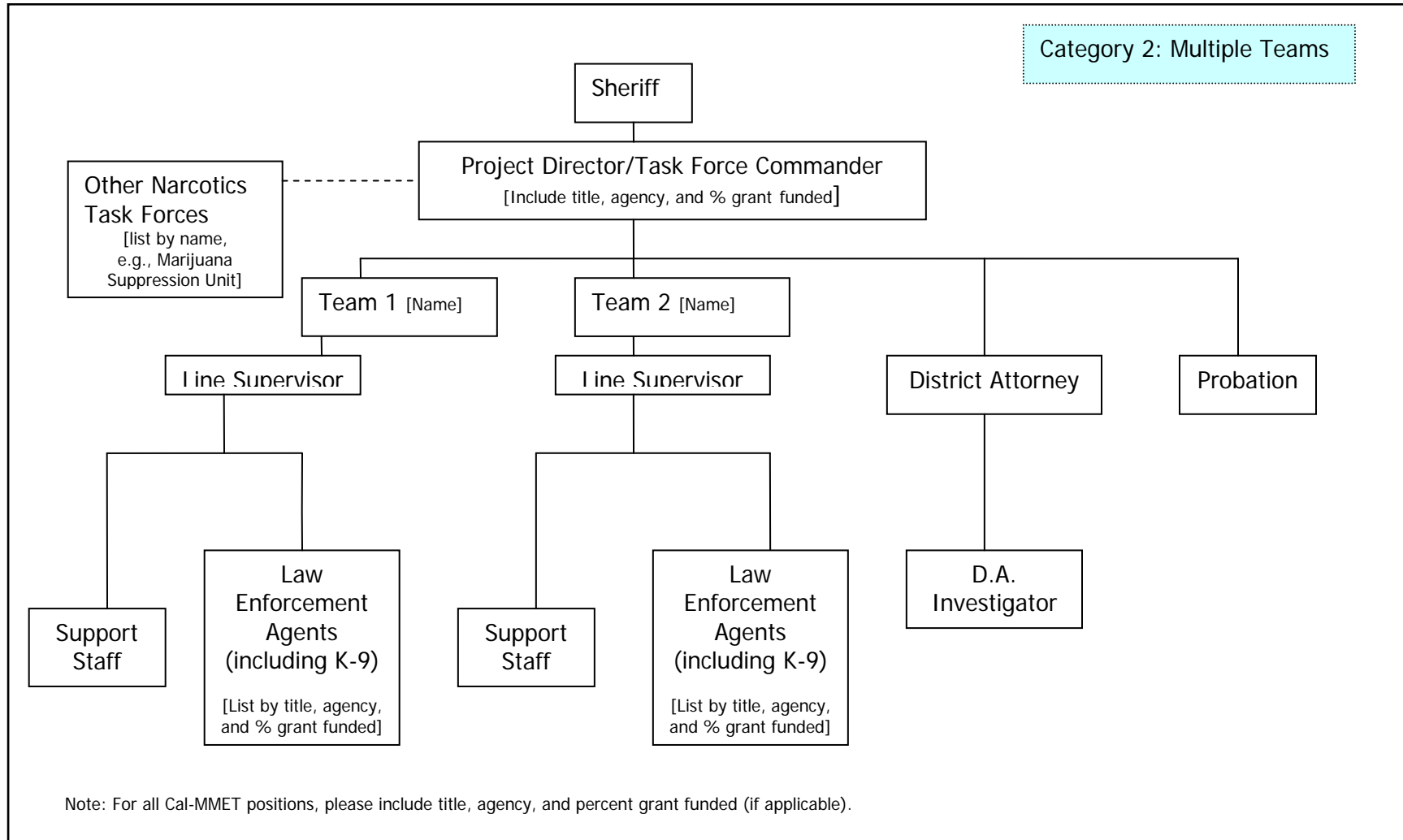
(h) The child has been freed for adoption by one or both parents for 12 months by either relinquishment or termination of parental rights or an adoption petition has not been granted.

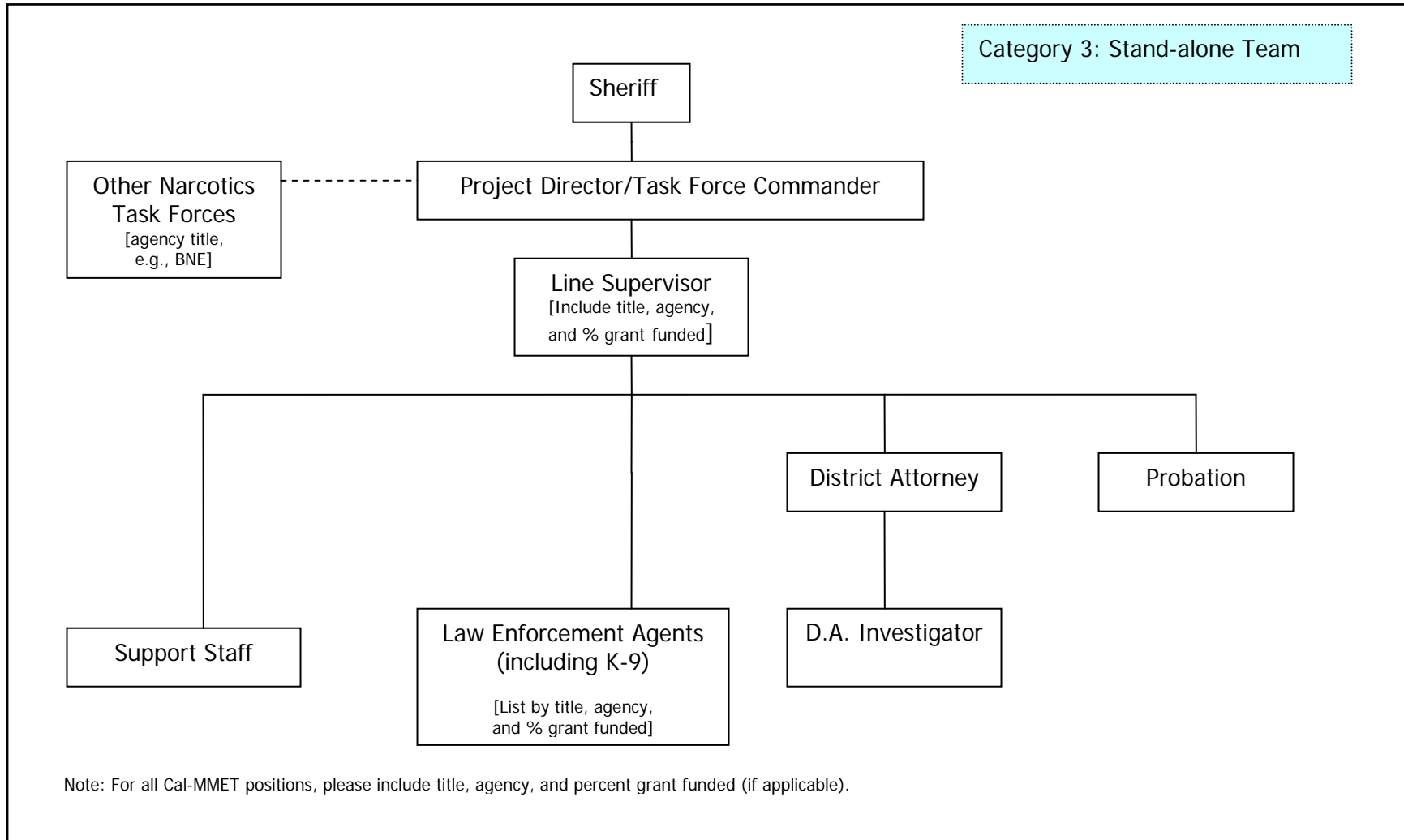
(i) The child has been subjected to an act or acts of cruelty by the parent or guardian or a member of his or her household, or the parent or guardian has failed to adequately protect the child from an act or acts of cruelty when the parent or guardian knew or reasonably should have known that the child was in danger of being subjected to an act or acts of cruelty.

(j) The child's sibling has been abused or neglected, as defined in subdivision (a), (b), (d), (e), or (i), and there is a substantial risk that the child will be abused or neglected, as defined in those subdivisions. The court shall consider the circumstances surrounding the abuse or neglect of the siblings, the age and gender of each child, the nature of the abuse or neglect of the sibling, the mental condition of the parent or guardian, and any other factors the court considers probative in determining whether there is a substantial risk to the child. It is the intent of the Legislature that nothing in this section disrupt the family unnecessarily or intrude inappropriately into family life, prohibit the use of reasonable methods of parental discipline, or prescribe a particular method of parenting. Further, nothing in this section is intended to limit the offering of voluntary services to those families in need of assistance but who do not come within the descriptions of this section. To the extent that savings accrue to the state from child welfare services funding obtained as a result of the enactment of the act that enacted this section, those savings shall be used to promote services which support family maintenance and family reunification plans, such as client transportation, out-of-home respite care, parenting training, and the provision of temporary or emergency in-home caretakers and persons teaching and demonstrating homemaking skills. The Legislature further declares that a physical disability, such as blindness or deafness, is no bar to the raising of happy and well-adjusted children and that a court's determination pursuant to this section shall center upon whether a parent's disability prevents him or her from exercising care and control. The Legislature further declares that a child whose parent has been adjudged a dependent child of the court pursuant to this section shall not be considered to be at risk of abuse or neglect solely because of the age, dependent status, or foster care status of the parent.

As used in this section, "guardian" means the legal guardian of the child.







DISBURSEMENT OF CONFIDENTIAL FUNDS CERTIFICATION

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential expenditures as set forth in the OES guidelines.

Date

Project Director

Cal-MMET Operational Regions



County	Award #	Specialist	Programs				County	Award #	Specialist	Programs				Programs & Specialists
Alameda	0010	Carrilynn	DC	MH			Mono	0260	Carrilynn	DC	MH			*BN/*CE– JAG Funded to DOJ
Alpine	0020	Sandra	DC	MH			Monterey	0270	Laurie	DC	MH	MS		*CC – JAG Funded to Judicial Council
Amador	0030	Carrilynn	DC	MH			Napa	0280	Carrilynn	DC	MH			*DC – Drug Control/Anti-Drug Abuse
BNE/CAMP	9504	Carrilynn				CE	Nevada	0290	Sandra	DC				*EP– JAG Funded to CCDPP
BNE/Crackdown	9504	Carrilynn				BN	Orange	0300	Sandra	DC	MH			*MH – Cal-MMET
Butte	0040	Laurie	DC		MS		Placer	0310	Sandra	DC				*MS Marijuana Suppression
Calaveras	0050	Carrilynn	DC	MH			Plumas	0320	Sandra	DC				
CCDPP-military	1689	Josette				EP	Riverside	0330	Josette	DC	MH	MS		
Colusa	0060	Josette	DC				Sacramento	0340	Ermelinda	DC	MH			
Contra Costa	0070	Carrilynn	DC	MH			San Benito	0350	Sandra	DC	MH			(EA)
Del Norte	0080	Sandra	DC				San Bernardino	0360	Laurie	DC	MH	MS		Ermelinda Angulo
El Dorado	0090	Sandra	DC				San Diego	0370	Carrilynn	DC	MH			(916) 322-0096
Fresno	0100	Ermelinda	DC	MH	MS		San Francisco	0380	Ermelinda	DC	MH			ermelinda.angulo@oes.ca.gov
Glenn	0110	Josette	DC				San Joaquin	0390	Sandra	DC	MH			
Humboldt	0120	Ermelinda	DC	MH	MS		San Luis Obispo	0400	Laurie	DC	MH	MS		(LB)
Imperial	0130	Josette	DC	MH			San Mateo	0410	Carrilynn	DC	MH			Laurie Ballard
Inyo	0140	Sandra	DC	MH			Santa Barbara	0420	Ermelinda	DC	MH			(916) 323-7724
Jud/Coun C-CPORP	1535	Laurie				CC	Santa Clara	0430	Laurie	DC	MH	MS		laurie.ballard@oes.ca.gov
Kern	0150	Sandra	DC	MH			Santa Cruz	0440	Laurie	DC	MH	MS		
Kings	0160	Sandra	DC	MH			Shasta	0450	Laurie	DC	MH	MS		(CL)
Lake	0170	Carrilynn	DC	MH			Sierra	0460	Sandra	DC				Carrilynn Landman
Lassen	0180	Sandra	DC				Siskiyou	0470	Laurie	DC	MH	MS		(916) 327-5667
Los Angeles	0190	Ermelinda		MH			Solano	0480	Sandra	DC	MH			carrilynn.landman@oes.ca.gov
LA - Chess	0190	Ermelinda	DC				Sonoma	0490	Laurie	DC	MH	MS		
LA - Impact	8569	Ermelinda	DC				Stanislaus	0500	Sandra	DC	MH			(SF)
LA - LACRCIC	7350	Ermelinda	DC				Sutter	0510	Josette	DC				Sandra Fletcher
LA - LARGIN	7350	Ermelinda	DC				Tehama	0520	Laurie	DC		MS		(916) 324-9196
Madera	0200	Carrilynn	DC	MH			Trinity	0530	Sandra	DC				sandra.fletcher@oes.ca.gov
Marin	0210	Carrilynn	DC	MH			Tulare	0540	Ermelinda	DC	MH			
Mariposa	0220	Sandra	DC				Tuolumne	0550	Ermelinda	DC	MH	MS		(JW)
Mendocino	0230	Laurie	DC	MH	MS		Ventura	0560	Ermelinda	DC	MH			Josette Weaver
Merced	0240	Carrilynn	DC	MH			Yolo	0570	Ermelinda	DC	MH			(916) 324-7828
Modoc	0250	Sandra	DC				Yuba	0580	Josette	DC				josette.weaver@oes.ca.gov

08/09 Cal-MMET Funding Allocation Chart

COUNTY	SFY 2008/09 Allocations	Start Date of Grant Period
NORTHERN REGION		
North State Initiative (Butte, Colusa, Glenn, Shasta*, Tehama)	\$859,904	October 1, 2008
5 County Rural Initiative (Lassen, Modoc, Plumas, Siskiyou*, Trinity)	\$752,046	October 1, 2008
Coastal Initiative (Del Norte, Humboldt*)	\$279,269	July 1, 2008
Southern Initiative (El Dorado, Nevada, Placer, Sierra, Sutter, Yolo*, Yuba)	\$761,842	January 1, 2009
*Fiduciary TOTAL	\$2,653,061	
BAY AREA REGION		
Alameda	\$333,621	October 1, 2008
Contra Costa	\$256,684	November 1, 2008
Lake	\$128,780	October 1, 2008
Marin	\$122,704	August 1, 2008
Mendocino	\$133,505	December 1, 2008
Monterey	\$175,846	July 1, 2008
Napa	\$132,653	October 1, 2008
San Benito	\$163,888	July 1, 2008
San Francisco	\$195,663	December 1, 2008
San Mateo	\$218,878	July 1, 2008
Santa Clara	\$401,939	October 1, 2008
Santa Cruz	\$162,500	July 1, 2008
Sonoma	\$226,400	July 1, 2008
TOTAL	\$2,653,061	
CENTRAL REGION		
Alpine	\$165,789	December 1, 2008
Amador	\$166,165	October 1, 2008
Calaveras	\$197,137	October 1, 2008
Fresno	\$1,166,520	July 1, 2008
Inyo	\$166,401	July 1, 2008
Kern	\$955,894	August 1, 2008
Kings	\$162,302	October 1, 2008
Madera	\$162,302	January 1, 2009
Merced	\$272,910	October 1, 2008
Mono	\$166,210	October 1, 2008
Sacramento	\$2,082,441	July 1, 2008
San Joaquin	\$831,166	July 1, 2008
Solano	\$282,400	July 1, 2008
Stanislaus	\$771,007	July 1, 2008
Tulare	\$508,063	December 1, 2008
Tuolumne	\$167,783	October 1, 2008
TOTAL	\$8,224,490	
SOUTHERN REGION		
Los Angeles	\$1,011,959	October 1, 2008
Orange	\$307,487	October 1, 2008
Riverside	\$1,108,041	October 1, 2008
San Bernardino	\$1,752,003	October 1, 2008
San Luis Obispo	\$265,000	July 1, 2008
Santa Barbara	\$265,000	July 1, 2008
Ventura	\$265,000	October 1, 2008
TOTAL	\$4,974,490	
SOUTHWEST BORDER REGION		
Imperial	\$497,449	November 1, 2008
San Diego	\$497,449	January 1, 2009
TOTAL	\$994,898	
TOTAL 08/09 Cal-MMET FUNDING:	\$19,500,000	